



SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

Kampus 1 : Jl. Margasatwa (H. Beden No. 25) Pondok Labu, Cilandak, Jakarta Selatan 12450

Kampus 2 : Jl. Andara Raya No. 16 B Pondok Labu, Cilandak, Jakarta Selatan 12450

Telp. (021) 2781 1031, 766 0607, Fax. (021) 7591 3075

Website : www.stikesfatmawati.ac.id, e-mail : stikesfatmawati.ykfs@gmail.com

KEPUTUSAN KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

NOMOR : 005/SK/STIKes.F/I/2024

T E N T A N G

DOSEN MATA KULIAH SEMESTER GENAP SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI TAHUN AKADEMIK 2023/2024

KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

Menimbang :

- Bahwa dalam pelaksanaan kegiatan belajar mengajar di Sekolah Tinggi Ilmu Kesehatan Fatmawati perlu ditetapkan Tenaga Pengajar/Dosen Mata Kuliah sesuai dengan prasyarat yang tercantum dalam Pedoman Umum Penyelenggaraan Pendidikan Tinggi.
- Bahwa penunjukan/pengangkatan Dosen Mata Kuliah tersebut pada point (a) diatas perlu ditetapkan dengan Surat Keputusan Ketua STIKes Fatmawati.

Mengingat :

- Undang-undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional
- Undang-undang Nomor 14 Tahun 2005 tentang Guru dan Dosen
- Undang-undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi
- Peraturan Pemerintah Nomor 08 Tahun 2012 tentang Kerangka Kualifikasi Nasional Indonesia
- Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan
- Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi
- Keputusan Dirjen Pendidikan Tinggi Kementerian Pendidikan dan Kebudayaan No 12 Tahun 2021 tentang Pedoman Operasional Beban Kerja Dosen
- Keputusan Menteri Pendidikan dan Kebudayaan Riset dan Teknologi Republik Indonesia Nomor 472/E/O/2021 tentang Izin Perubahan Bentuk Akademi Keperawatan di Jakarta menjadi Sekolah Tinggi Ilmu Kesehatan Fatmawati di Jakarta yang diselenggarakan oleh Yayasan Kesehatan Fatma Sejahtera
- Surat Keputusan Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT) Nomor 1046/SK/BAN-PT/Akred/PT/XII/2020 tentang Peringkat Akreditasi Perguruan Tinggi Akademi Keperawatan Fatmawati Kota Jakarta Selatan
- Surat Keputusan Lembaga Akreditasi Mandiri Pendidikan Tinggi Kesehatan (LAM-PTKes) Nomor 0705/LAM-PTKes/Akr/Dip/VIII/2022 tentang Status, Nilai, dan Peringkat Akreditasi Program Studi Diploma Tiga Keperawatan Sekolah Tinggi Ilmu Kesehatan Fatmawati

MEMUTUSKAN

Menetapkan : Keputusan Ketua Sekolah Tinggi Ilmu Kesehatan Fatmawati tentang penunjukan Dosen Mata Kuliah Semester Genap:

- Program Studi Diploma Tiga Keperawatan
- Program Studi Sarjana Administrasi Rumah Sakit
- Program Studi Sarjana Keperawatan dan Profesi Ners

STIKes Fatmawati Tahun Akademik 2023/2024 sebagai terlampir pada surat keputusan ini

- Pertama :** Sebagai dosen yang bersangkutan wajib mentaati peraturan-peraturan yang telah ditetapkan di Sekolah Tinggi Ilmu Kesehatan Fatmawati.
- Kedua :** Sebagai dosen yang bersangkutan wajib memperhatikan dan melaksanakan jadwal yang tercantum dalam Rencana Pembelajaran Semester (RPS) yang telah disyahkan.
- Ketiga :** Sebagai dosen yang bersangkutan berhak menerima upah/honorarium sesuai dengan peraturan yang berlaku di Sekolah Tinggi Ilmu Kesehatan Fatmawati.



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- Keempat : Semua biaya yang diakibatkan dengan adanya keputusan ini dibebankan kepada anggaran proses belajar mengajar Sekolah Tinggi Ilmu Kesehatan Fatmawati.
- Kelima : Keputusan ini mulai berlaku sejak tanggal ditetapkan dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini, akan dilakukan perbaikan sebagaimana mestinya.

DITETAPKAN DI : JAKARTA

PADA TANGGAL : 20 JANUARI 2024

Sekolah Tinggi Ilmu Kesehatan Fatmawati

Ketua


Ns. DWS Suarda Dewi, M. Kep., Sp.Kep.MB



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LAMPIRAN 16

SURAT KEPUTUSAN KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

NOMOR : 005/SK/STIKes.F/I/2024

TENTANG

DOSEN MATA KULIAH SEMESTER GENAP

SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

TAHUN AKADEMIK 2023/2024

Nama : Ns. Ayu Muthia, S.Kep., MARS
NIK/NIDN : 20221158/0320078502
Jabatan Akademik : Tenaga Pengajar

No	Mata Kuliah	Kode MK	Smt	Jlh SKS	Jlh Kelas	Total SKS
1	Bahasa Inggris	WAT4.A06	IV	1.5	2	3
2	Biostatistika (Statistik Kesehatan)	ARS 2.10	II	2	1	2
3	Bahasa Inggris Profesi	ARS 2.16	II	1	1	1
4	Sistem Informasi Manajemen Rumah Sakit	ARS 4.27	IV	1.5	1	1.5
5	Kewirausahaan	ARS 4.30	IV	3	1	3
6	Sistem Asuransi Kesehatan	ARS 4.33	IV	1.5	1	1.5
	Total SKS					12

Ditetapkan di : Jakarta

Pada tanggal : 20 JANUARI 2024

Sekolah Tinggi Ilmu Kesehatan Fatmawati

Ketua



Ns. DWS Suarase Dewi, M.Kep. Sp. Kep. MB



**Kampus
Merdeka**
INDONESIA JAYA

**SEMESTER STUDY PLAN
(RPS)**

PROFESSIONAL ENGLISH

**SEMESTER:
LEARNING WEIGHT:
2 CREDITS (1T + 1P)**

HOSPITAL ADMINISTRATION STUDY PROGRAM
FATMAWATI COLLEGE OF HEALTH SCIENCES
JAKARTA
2023

1. Vision

Become a Hospital Administration Study Program of Fatmawati College of Health Sciences (Prodi ARS STIKes Fatmawati), which produces graduates with quality, character, skill and excellence in hospital administration services and integrated health information technology in 2030.

2. Mission

Table 1.1.
ARS Study Program of STIKes Fatmawati's Mission

Mission The mission of the Hospital Administration Study Program refers to the mission of STIKes Fatmawati, among others:

1.	To carry out a competency-based training process that excels in the field of hospital administration services. (Quick, precise and virtuous)
2.	Implement learning strategies that keep pace with the latest developments in science and information technology.
3.	Prepare human resources that are qualified in their fields.
4.	Provide facilities and infrastructure to support the learning process of hospital administration
5.	Conducting regular research on health administration services in the hospital.
6.	Perform community service with students in the sponsoring area in the form of counseling and community simulations.
7.	Publication of research results in accredited national and international journals, submission of research grants.

3. Purpose

Table 1.2.
Purpose of ARS Study Program STIKes Fatmawati

Purpose 1. To produce graduates who are qualified to provide hospital administration services and health information management in general and specifically.

2.	The development of a hospital administration curriculum based on information technology and information with character excellence.
3.	Availability of human resources according to their areas of expertise.
4.	Facilities and infrastructure are in place to support the learning process
5.	Conduct information-based health research.
6.	Implementation of community service activities in the field of hospital administration services

4. Graduate Profile

The definition of the graduate profile and the learning outcomes of the S1 Hospital Administration curriculum refer to the Body of Knowledge. Internationally, the nomenclature for ARS is Hospital Administration (HA). The content of the tree of knowledge or body of knowledge from PP-ARSI includes leadership, health and health care environment, business skills, communication and relationship management, and professional and social responsibility,


Final Skills:

1. Communicator
2. Facilitator
3. Coordinator
4. Policy Implementer
5. Collaborator

The profile of S1 Hospital Administration graduates of STIKes Fatmawati refers to the 2021 KKNi curriculum, namely as a leader, administrator, communicator, educator, researcher and innovator, which are described in the following table:

Table 1.3.
Graduate Profile Description

PL 1- 6	Graduate Profile (PL)	Graduate Profile Description
PL 1	<i>Leader</i> (PL1)	Have the ability to coordinate in health service units in evaluating the performance of hospital services quickly, accurately and virtuously, and play the role of health service manager by utilizing the development of science, technology and information.
PL 2	<i>Administrator</i> (PL2)	Organizes hospital administration activities from planning to monitoring and evaluation of hospital activities.
PL 3	<i>Communicator</i> (PL3)	Provide direction and guidance to hospitals and clients in resolving hospital issues and partnerships.
PL 4	<i>Educator</i> (PL4)	Provider of educational and hospital materials, such as education and training in hospitals or as an instructor in educational institutions
PL 5	<i>Researcher</i> (PL5)	As a reviewer of hospital problems to develop science and technology that can be used to solve hospital problems in Indonesia and internationally.
PL 6	<i>Innovator</i> (PL6)	Innovators in hospital problem-solving strategies, such as health promotion, marketing, and hospital quality teams

	SEMESTER STUDY PLAN FATMAWATI COLLEGE OF HEALTH SCIENCES HOSPITAL ADMINISTRATION STUDY PROGRAM				Document Code RPS/ARS.2.16/2023
SEMESTER STUDY PLAN (EVEN SEMESTER) 2023/2024					
Course Content	Course Code	Course Series	Learning Weight (SKS)	Semester	Date of Creation
Professional English	2.16	Mandatory	2 SKS (Teori 1 SKS = 1 x 14 x 50 menit + Praktik 1 SKS = 1 x 170 menit = 14 Pertemuan x 220 menit / mgg)	2	20 Januari 2024
Learning Outcomes (CP)	RPS Developer Lecturer		Course Coordinator	Head of S1 Hospital Administration Study Program	
	Ns. Ayu Muthia, S.Kep., MARS		Ns. Ayu Muthia, S.Kep., MARS	Ns. Ayu Muthia, S.Kep., MARS	
Note S : Attitude PP : Knowledge KU : General Skills KK : Special Skills	CPLs imposed on the subject				
	S8	Internalization of academic values, norms, and ethics			
	S9	Demonstrate an attitude of responsibility for working independently in their area of expertise			
	PP6	Master effective communication in healthcare and hospital organizations, both oral and written, with individuals and groups.			
	KK5	Ability to help organize partnerships with patients/families and providers to plan for superior products and monitoring services.			
	KK13	Advocate for changes in hospital, association, and professional policies at the individual and community levels.			
	Course Learning Outcomes (CP-MK)				
	CPMK 1	Use (C3), display (A2) and demonstrate (P2) effective communication in English in hospital administration. (C3, A2, P2)			
	CPMK 2	Demonstrate (C3) by emphasizing (A3) the English concepts of the hospital administration profession and use them in (P2) oral and written expression. (C3, A3, P2)			

	SUB-CPMK (Planned End Capability)																																																							
	L1	Students understand hospital administration as a profession and the hospitalization Process in English																																																						
	L2	Students will be able to learn about therapeutic communication and cultural diversity in English																																																						
	L3	Students will be able to mention the division in the hospital in English																																																						
	L4	Students will be able to writing a documentation and reading referral letter in English																																																						
	L5	Students will be able to learn about admission and receive an appointment in English																																																						
	L6	Students will be able to be a medical record clerk and make conversation in English																																																						
	L7	Students will be able to learn about the emergency room and make a conversation in English																																																						
	L8	Students understand the material 1-7 contained in the midterm exam..																																																						
	L9	Students will be able to understand the outpatient in the hospital and make a conversation in English																																																						
	L10	Students will be able to understand the general ward rooms in the hospital and make a conversation in English																																																						
	L11	Students will be able to mention vocabulary and grammar in the Pharmacy Department and make a conversation in English																																																						
	L12	Students will be able to mention vocabulary and grammar in the CSSD and housekeeping in the hospital and make a conversation in English																																																						
	L13	Students will be able to mention vocabulary and grammar in the Laboratory, X-Ray Department and scheduled tests, and make a conversation in English																																																						
	L14	Students will be able to understand vocabulary we usually use in Finance Department in hospital and make a conversation in English																																																						
	L15	Students will be able to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English.																																																						
	L16	Students understand the material covered in sessions 9-15, which is included in the final semester exam.																																																						
Correlation of CPMK with Sub-CPMK	<table><tr><td></td><td>L1</td><td>L2</td><td>L3</td><td>L4</td><td>L5</td><td>L6</td><td>L7</td></tr><tr><td>CPMK 1</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td></tr><tr><td>CPMK 2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table><tr><td></td><td>L9</td><td>L10</td><td>L11</td><td>L12</td><td>L13</td><td>L14</td><td>L15</td></tr><tr><td>CPMK 1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CPMK 2</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td></tr></table>									L1	L2	L3	L4	L5	L6	L7	CPMK 1	√	√	√	√	√	√	√	CPMK 2									L9	L10	L11	L12	L13	L14	L15	CPMK 1								CPMK 2	√	√	√	√	√	√	√
	L1	L2	L3	L4	L5	L6	L7																																																	
CPMK 1	√	√	√	√	√	√	√																																																	
CPMK 2																																																								
	L9	L10	L11	L12	L13	L14	L15																																																	
CPMK 1																																																								
CPMK 2	√	√	√	√	√	√	√																																																	
Short course description	Description This course is the continuation of English I courses in the scope of service in the hospital which consists of deciphering grammar and specific vocabulary. English II describes students' ability to communicate (speaking) politely with others (patients, patient's families, doctors, and colleagues), The learning experience includes simple dialogues, group discussions, quizzes, as well as individual assignments.																																																							
Learning Material/Subject	Topics 1. Understanding Hospital Administration 2. Therapeutic Communication and Cultural Diversity 3. The Divisions in the hospital 4. Writing a documentation and Referral letter 5. Hospital Admissions																																																							

	6. Being a Medical Record Clerk 7. Emergency room in the hospital 8. Outpatient 9. General ward 10. Pharmacy Department 11. CSSD and housekeeping in the hospital 12. Laboratory, X-Ray Department, and scheduled test 13. Finance Department in the hospital 14. Dealing with the customer (welcoming patients and family, handling complaints)	
Reference	Utama	
	1. Glendinning.Eric.H and Beverly A.S.H. 1999. English in medicine 2nd.Cambridge: Cambridge University Press 2. Langan, John, et.al., 2015. <i>College Writing Skills with Readings</i> . 9 th Edition. Toronto: McGraw Hill 3. Nicola Pelizzari. 2019. <i>English For Medical Purposes; A complete guide for healthcare professionals</i> . Libreriauniversitaria.it 4. Sonu et al., 2013. <i>Hospital Administration; A Problem-solving Approach 1st Edition</i> . Elsevier. 5. STIE Perbanas ULBI Team. 2005. <i>Applied English for Business I Module</i> . Jakarta	
	Pendukung	
	6. British English vocabulary lesson: Hospital. Onestopenglish.com	
Learning tools	Software	Hardware
	Power point, video pembelajaran	Laptop/computer PC, LCD Proyektor, Buku teks, White board dan perangkat penunjang
Lecturer / teaching team	1. Ns. Ayu Muthia, S.Kep., MARS (AM) 2. Ns. DWS. Suarse Dewi, M.Kep., Sp.Kep.MB 3. Indriana Novita, B.Eng (Elect. & Comp Sys.), MARS (IN)	
Grading Weight	1. Midterm Exam 2. Final Semester Exam 3. Quiz 1 4. Quiz 2 5. Assignment 1 6. Assignment 2 7. Speaking Test	25% 25% 5% 5% 10% 10% 20%
Course Requirements	Pass Basic English	
Language in use	English	

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1 Tuesday, Feb 13, 2024	1	Students understand hospital administration as a profession and the hospitalization Process in English (L1)	1. Students will be able to use vocabulary for hospital administrator 2. Students understand grammar for hospital administrator 3. Students will be able to understand about hospitalization process in English	1. Introduction (English as a profession) 2. Vocabulary for hospital administrator 3. Grammar for hospital administrato	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases about the Introduction (English as a profession) and hospitalization Process in English.	2,5%	1,3,4	AM
	2	Students will be able to learn about therapeutic communication and cultural diversity in English (L2)	1. Therapeutic communication 2. Cross-cultural understanding 3. Small talk with colleagues, patients, doctors, nurses, and other professionals in the hospital	1. Therapeutic communication 2. Cross-cultural (definition, examples, advantages) 3. Vocabulary and grammar	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases using therapeutic communication	2,5%	1,6	AM
2 Tuesday, Feb 20 2024	1	Students understand hospital administration as a profession and the hospitalization Process in English (L1)	1. Students will be able to use vocabulary for hospital administrator 2. Students understand grammar for hospital administrator 3. Students will be able to understand about hospitalization process in English	1. Introduction (English as a profession) 2. Vocabulary for hospital administrator 3. Grammar for hospital administrator	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases about the Introduction (English as a profession) and hospitalization Process in English	2,5%	1,3,4	IN

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	Students will be able to learn about therapeutic communication and cultural diversity in English (L2)	1. Therapeutic communication 2. Cross-cultural understanding 3. Small talk with colleagues, patients, doctors, nurses, and other professionals in the hospital	1. Therapeutic communication 2. Cross-cultural (definition, examples, advantages) 3. Vocabulary and grammar	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases using therapeutic communication	2,5%	1,6	IN
3 Tuesday, Feb 27 2024	1	Students will be able to mention the division in the hospital in English (L3)	1. Students understand division in the hospital 2. Students will be able to talk about the division in the hospital 3. Students will be able to understand tag questions when confirming information and asking for agreement	1. Division in the hospital 2. Hospital Administrator's role in every division 3. Tag questions	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Quiz 1 Presentation, speaking, listening, writing	Able to speak, read, write, listen, and use new phrases about the division in the hospital	7,5%	1,3,4	AM
	2	Students will be able to writing a documentation and reading referral letter in English (L4)	1. Students can writing and documenting in English 2. Students can talking about the referral letter and understand how to make it	1. Writing and documenting in English 2. Making and discussing about refferal letter	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to write documentation and read referral letters in English	2,5%	1,3,4	AM
4 Tuesday, March 5 2024	1	Students will be able to mention the division in the hospital in English (L3)	1. Students understand division in the hospital 2. Students will be able to talk about the division in the hospital 3. Students will be able to understand tag questions when confirming information and asking for agreement	1. Division in the hospital 2. Hospital Administrator's role in every division 3. Tag questions	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases about the division in the hospital	2,5%	1,3,4	IN

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	Students will be able to writing a documentation and reading referral letter in English (L4)	1. Students can writing and documenting in English 2. Students can talking about the referral letter and understand how to make it	1. Writing and documenting in English 2. Making and discussing about refferal letter	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to write documentation and read referral letters in English	2,5%	1,3,4	IN
5 Tuesday, March 12 2024	1	Students will be able to learn about admission and receive an appointment in English (L5)	1. Students will be able to make a conversation about receiving booking a medical appointment 2. Students understand how to receive an appointment for tests or treatment 3. Students will be able to manage multiple appointments 4. Students will be capable of managing appointments	1. Receiving booking a medical appointment 2. Receiving appointment for test or treatment 3. Managing multiple appointments 4. Managing appointments (canceling / rescheduling)	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback Assignment 1	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases about receiving an appointment	12,5%	3,4,5	AM
	2	Students will be able to be a medical record clerk and make conversation in English (L6)	1. Students can make a conversation as a medical record clerk 2. Students can talk about their duties as a medical record clerk 3. Students remember and understand the vocabulary and grammar in the medical record room	1. Conversation as a Medical record clerk 2. Duties as a medical record clerk 3. Vocabulary and grammar in medical record room	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to make a conversation being a medical record clerk, reading, writing, and listening to the materials	2,5%	3,5,6	AM

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
6 Tuesday, March 19 2024	1	Students will be able to learn about admission and receive an appointment in English (L5)	1. Students will be able to make a conversation about receiving booking a medical appointment 2. Students understand how to receive an appointment for tests or treatment 3. Students will be able to manage multiple appointments 4. Students will be capable of managing appointments	1. Receiving booking a medical appointment 2. Receiving appointment for test or treatment 3. Managing multiple appointments 4. Managing appointments (canceling / rescheduling)	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases about receiving an appointment	2,5%	3,4,5	IN
	2	Students will be able to be a medical record clerk and make conversation in English (L6)	1. Students can make a conversation as a medical record clerk 2. Students can talk about their duties as a medical record clerk 3. Students remember and understand the vocabulary and grammar in the medical record room	1. Conversation as a Medical record clerk 2. Duties as a medical record clerk 3. Vocabulary and grammar in medical record room	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to make a conversation being a medical record clerk, reading, writing, and listening to the materials	2,5%	3,5,6	IN
7 Tuesday, March 26 2024	1	Students will be able to learn about the emergency room and make a conversation in English (L7)	1. Students can use vocabulary in the emergency room 2. Students can make a medical emergency English conversation	1. Vocabulary and grammar in the emergency room 2. Medical emergency English conversation	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the emergency room	2,5%	1,3	IN

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	Students will be able to learn about the emergency room and make a conversation in English (L7)	1. Students can use vocabulary in the emergency room 2. Students can make a medical emergency English conversation	1. Vocabulary and grammar in the emergency room 2. Medical emergency English conversation	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the emergency room	2,5%	1,3	IN
8. Mid Exam April 2 2024												
9 Tuesday, Apr 23 2024	1	Students will be able to understand the outpatient in the hospital and make a conversation in English (L9)	1. Students can use vocabulary and grammar in the outpatient department 2. Students will be able to make a conversation in the outpatient department	1. Vocabulary and grammar in the outpatient department 2. Conversation in the outpatient department	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the outpatient department	2,5%	2,3,6	AM
	2	Students will be able to understand the general ward rooms in the hospital and make a conversation in English (L10)	1. Students can use vocabulary and grammar in the general ward room 2. Students will be able to make a conversation in the general ward room	1. Vocabulary and grammar in the general ward room 2. Conversation in the general ward room	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the outpatient department	2,5%	3,6	AM
10 Tuesday, Apr 30 2024	1	Students will be able to understand the outpatient in the hospital and make a conversation in English (L9)	1. Students can use vocabulary and grammar in the outpatient department 2. Students will be able to make a conversation in the outpatient department	1. Vocabulary and grammar in the outpatient department 2. Conversation in the outpatient department	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Quiz 2 Roleplay	Able to speak, read, write, listen, and use new phrases in the emergency room	7,5%	2,3,6	IN


Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	Students will be able to understand the general ward rooms in the hospital and make a conversation in English (L10)	1. Students can use vocabulary and grammar in the general ward room 2. Students will be able to make a conversation in the general ward room	1. Vocabulary and grammar in the general ward room 2. Conversation in the general ward room	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the emergency room	2,5%	3,6	IN
11 Tuesday, May 7 2024	1	Students will be able to mention vocabulary and grammar in the Pharmacy Department and make a conversation in English (L11)	1. Students understand vocabulary and grammar in the Pharmacy Department 2. Students will be able to make a conversation in the Pharmacy Department	1. Vocabulary and grammar in the Pharmacy Department 2. Conversation in the Pharmacy Department	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the pharmacy department	2,5%	2,3	AM
	2	Students will be able to mention vocabulary and grammar in the CSSD and housekeeping in the hospital and make a conversation in English (L12)	1. Students understand vocabulary and grammar in the CSSD and housekeeping in the hospital 2. Students will be able to make a conversation in the CSSD and housekeeping in the hospital	1. Vocabulary and grammar in the CSSD and housekeeping in the hospital 2. Roleplay in the CSSD and housekeeping in the hospital and make a conversation in English	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the CSSD and housekeeping department	2,5%	1,3,5	AM
12 Tuesday, May 14 2024	1	Students will be able to mention vocabulary and grammar in the Pharmacy Department and make a conversation in English (L11)	1. Students understand vocabulary and grammar in the Pharmacy Department 2. Students will be able to roleplay in the Pharmacy Department	1. Vocabulary and grammar in the Pharmacy Department 2. Roleplay in the Pharmacy Department	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the pharmacy department	2,5%	2,3	IN

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	Students will be able to mention vocabulary and grammar in the CSSD and housekeeping in the hospital and make a conversation in English (L12)	1. Students understand vocabulary and grammar in the CSSD and housekeeping in the hospital 2. Students will be able to roleplay in the CSSD and housekeeping in the hospital	1. Vocabulary and grammar in the Laundry and housekeeping in the hospital and make a conversation in English 2. Roleplay in the Laundry and housekeeping in the hospital and make a conversation in English	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the CSSD and housekeeping department	2,5%	1,3,5	IN
13 Tuesday, May 21 2024	1	Students will be able to mention vocabulary and grammar in the Laboratory, X-Ray Department and scheduled tests, and make a conversation in English (L13)	1. Students understand vocabulary and grammar in the Laboratory, X-Ray Department, and scheduled test 2. Students understand how to receive an appointment for tests or treatment in Laboratory, X-Ray Department, and scheduled test	1. Vocabulary and grammar in the Laboratory, X-Ray Department, and scheduled test 2. Receive an appointment for tests or treatment in Laboratory, X-Ray Department, and scheduled test	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the Laboratory, X-Ray Department, and scheduled test	2,5%	2,3	AM
	2	Students will be able to understand vocabulary we usually use in Finance Department in hospital and make a conversation in English (L14)	1. Students can use vocabulary and grammar in the Finance Department of the hospital 2. Students will be able to make a conversation in the Finance Department of the hospital	1. Vocabulary and grammar in Finance Department in the hospital 2. Roleplay in Finance Department in the hospital	Explanations Discussion Videos	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases in the finance department	2,5%	4,5	AM


Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
14 Tuesday, May 28 2024	1	Students will be able to mention vocabulary and grammar in the Laboratory, X-Ray Department and scheduled tests, and make a conversation in English (L13)	1. Students understand vocabulary and grammar in the Laboratory, X-Ray Department, and scheduled test 2. Students understand how to receive an appointment for tests or treatment in Laboratory, X-Ray Department, and scheduled test 3. Students will be able to roleplay in the Laboratory, X-Ray Department, and scheduled test	1. Vocabulary and grammar in the Laboratory, X-Ray Department, and scheduled test 2. Receive an appointment for tests or treatment in Laboratory, X-Ray Department, and scheduled test 3. Roleplay in the Laboratory, X-Ray Department, and scheduled test	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the Laboratory, X-Ray Department, and scheduled test	2,5%	2,3	IN
	2	Students will be able to understand vocabulary we usually use in Finance Department in hospital and make a conversation in English (L14)	1. Students can use vocabulary and grammar in the Finance Department of the hospital 2. Students will be able to make a conversation in the Finance Department of the hospital	1. Vocabulary and grammar in Finance Department in the hospital 2. Roleplay in Finance Department in the hospital	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases in the finance department	2,5%	4,5	IN

Date	Session	SUB-CPMK (Planned End Capability)	Competency Achievement Indicators	Subject Matter	Learning forms and methods	Student Learning Experience	Estimated time	Assessment			Reference	Lecturer
								Type	Criteria	Weight		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
15 Tuesday, June 4 2024	1	Students will be able to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English. (L15)	Students understand vocabulary and grammar when dealing with patients and family	Vocabulary and grammar when dealing with patients and families in English	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback	110 menit	Speaking, listening, writing	Able to speak, read, write, listen, and use new phrases to deal with patients and families	2,5%	3,4,6	IN
	2	Students will be able to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English. (L15)	Students will be able to roleplay while welcoming patients and handling complaints	Roleplay how to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English	Explanations Discussion Videos Roleplay	Students pay attention to explanations, answer the questions, and give feedback Assignment 2	110 menit	Roleplay	Able to speak, read, write, listen, and use new phrases to deal with patients and families	12,5%	3,4,6	IN
16. Final Exam June 11 2024												
17. Speaking Test June 18 2024												

Mengetahui,
Ka. Prodi S1 Administrasi Rumah Sakit


Ns. Ayu Muthia, S.Kep., MARS

Jakarta, 20 Januari 2024
Penanggung Jawab Mata Kuliah
Bahasa Inggris Profesi


Ns. Ayu Muthia, S.Kep., MARS

PORTFOLIO OF ASSESSMENT AND EVALUATION OF STUDENT CPL ACHIEVEMENT

Determine the calculation of the % weight of each CPMK obtained by summing the weight of each session from the RPS table.

Week-	CPL	CPMK	Sub-CPMK	Evaluation Weight (%)			Total Weight of Sub-CPMK (%)
				Type of Assessment	Type of activity	Weight (%)	
1	S8, S9, PP6, KK5, KK13	CPMK-1	L1	Speaking, Listening, Writing, Roleplay, Midterm Exam	Participative	5%	CPMK 1 L1 = 5% L2 = 5% L3 = 10% L4 = 5% L5 = 15% L6 = 5% L7 = 5% = 50% CPMK 2 L1 = 5% L2 = 10% L3 = 5% L4 = 5% L5 = 5% L6 = 5% L7 = 15% = 50%
2	S8, S9, PP6, KK5, KK13	CPMK-1	L2	Speaking, Listening, Writing, Roleplay, Midterm Exam	Participative	5%	
3	S8, S9, PP6, KK5, KK13	CPMK-1	L3	Speaking, Listening, Writing, Roleplay, Quiz, Midterm Exam	Participative	10%	
4	S8, S9, PP6, KK5, KK13	CPMK-1	L4	Speaking, Listening, Writing, Roleplay, Midterm Exam	Participative	5%	
5	S8, S9, PP6, KK5, KK13	CPMK-1	L5	Speaking, Listening, Writing, Roleplay, Assignment, Midterm Exam	Participative	15%	
6	S8, S9, PP6, KK5, KK13	CPMK-1	L6	Speaking, Listening, Writing, Roleplay, Midterm Exam	Participative	5%	
7	S8, S9, PP6, KK5, KK13	CPMK-1	L7	Speaking, Listening, Writing, Roleplay, Midterm Exam	Participative	5%	
8	S8, S9, PP6, KK5, KK13		L8	Midterm Exam			
9	S8, S9, PP6, KK5, KK13	CPMK-2	L9	Speaking, Listening, Writing, Roleplay, Final semester exam	Participative	5%	
10	S8, S9, PP6, KK5, KK13	CPMK-2	L10	Speaking, Listening, Writing, Roleplay, Quiz, Final semester exam	Participative	10%	
11	S8, S9, PP6, KK5, KK13	CPMK-2	L11	Speaking, Listening, Writing, Roleplay, Final semester exam	Participative	5%	
12	S8, S9, PP6, KK5, KK13	CPMK-2	L12	Speaking, Listening, Writing, Roleplay, Final semester exam	Participative	5%	
13	S8, S9, PP6, KK5, KK13	CPMK-2	L13	Speaking, Listening, Writing, Roleplay, Final semester exam	Participative	5%	
14	S8, S9, PP6, KK5, KK13	CPMK-2	L14	Speaking, Listening, Writing, Roleplay, Final semester exam	Participative	5%	
15	S8, S9, PP6, KK5, KK13	CPMK-2	L15	Speaking, Listening, Writing, Roleplay, Assignment, Final semester exam	Participative	15%	
16	S8, S9, PP6, KK5, KK13		L16	End-of-semester exam			
				Speaking test			
Total Robot (%)						100%	100%

Evaluation Plan for Achieving CPMK Weight

Type of Assessment	Method	CPMK 1	CPMK 2	Weight (%)
Midterm Exam	Examination	25%		25%
Final Semester Exam	Examination		25%	25%
Quiz 1	Quiz	5%		5%
Quiz 2	Quiz		5%	5%
Assignment 1	Assignment	10%		10%
Assignment 2	Assignment		10%	10%
Speaking Test	Speaking Test	10%	10%	20%
Total		50%	50%	100%

Course Learning Outcomes (CP-MK) Professional English

CPMK-1 : Use (C3), display (A2) and demonstrate (P2) effective communication in English in hospital administration. (C3, A2, P2)

CPMK-2 : Demonstrate (C3) by emphasizing (A3) the English concepts of the hospital administration profession and use them in (P2) oral and written expression. (C3, A3, P2)

L16 (UAS) : Students understand the material covered in sessions 9-15, which is included in the final semester exam.

L15 : Students will be able to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English. (C3, A3, P2) (CPMK-2)

L14 : Students will be able to understand vocabulary we usually use in Finance Department in hospital and make a conversation in English

L13 : Students will be able to mention vocabulary and grammar in the Laboratory, X-Ray Department and scheduled tests, and make a conversation in English (C3, A3, P2) (CPMK-2)

L11 : Students will be able to mention vocabulary and grammar in the Pharmacy Department and make a conversation in English (C3, A3, P2) (CPMK-2)

L12 : Students will be able to mention vocabulary and grammar in the CSSD and housekeeping in the hospital and make a conversation in English (C3, A3, P2) (CPMK-2)

L10 : Students will be able to understand the general ward rooms in the hospital and make a conversation in English (C3, A3, P2) (CPMK-2)

L9 : Students will be able to understand the outpatient in the hospital and make a conversation in English (C3, A3, P2) (CPMK-2)

L8 (UTS) : Students understand the material 1-7 contained in the midterm exam.

L7 : Students will be able to learn about the emergency room and make a conversation in English (C3, A2, P2) (CPMK-1)

L5 : Students will be able to learn about admission and receive an appointment in English (C3, A2, P2) (CPMK-1)


L6 : Students will be able to be a medical record clerk and make conversation in English (C3, A2, P2) (CPMK-1)

L4 : Students will be able to writing a documentation and reading referral letter in English (C3, A2, P2) (CPMK-1)

L3 : Students will be able to mention the division in the hospital in English (C3, A2, P2) (CPMK-1)

L1 : Students understand hospital administration as a profession and the hospitalization Process in English (C3, A2, P2) (CPMK-1)

L2 : Students will be able to learn about therapeutic communication and cultural diversity in English (C3, A2, P2) (CPMK-1)

	FATMAWATI COLLEGE OF HEALTH SCIENCES HOSPITAL ADMINISTRATION STUDY PROGRAM				
ASSIGNMENT 1 & 2					
Course	Professional English				
Code	2.16	Credits	2 (1T 1P)	Semester	2
Lecturer	Ns. Ayu Muthia, S.Kep., MARS				
Form of Assignment		Time to complete the task			
Videos		1 (one) week			
Assignment Title					
Assignment 1: Make a video about receiving and accepting appointments in English					
Assignment 2: Make a video about deal with patients and families in English					
Sub-CPMK					
L5 : Students will be able to learn about admission and receive an appointment in English (C3, A2, P2) (CPMK-1)					
L15: Students will be able to deal with patients and families in English (welcoming patients and family, handling complaints) and make a conversation in English. (C3, A3, P2) (CPMK-2)					
Description					
L5 : Students are divided into 2 (two) groups. They are asked to make a video in English about making and receiving appointments					
L15 : Students are divided into 2 (two) groups. They are asked to make a video in English about deal with patients and families in English (welcoming patients and family, handling complaints)					
Method					
1. Students are divided into 2 (two) groups.					
2. Plan the content: Decide on the scenario and content you want to include in the video. Be sure to include steps.					
3. Prepare the script: Write a script that includes the dialogue and narration you will use in the video. Make sure the script covers different situations that may occur in the hospital, as well as appropriate medical vocabulary.					
4. Choose an appropriate location: Choose an appropriate location to shoot your video. You can choose a location that resembles a hospital reception area or waiting room,					
5. Record the video: Use a high-quality camera or smartphone to record the video.					
6. Cut and Edit: After recording, edit your video to cut out unnecessary parts and add visual elements such as text or graphics as needed. Make sure the sound and images are well matched.					
7. Add necessary medical details and captions/subtitles					
8. Publish: Once all the revisions are completed, publish your video on the Instagram platform of the STIKes Fatmawati hospital administration.					
Output form and format					
1. Object of work: Provide clear and accurate information about the process of receiving and accepting hospital appointments and deal with patients and families in English, to help viewers understand the steps that need to be taken.					
2. Output form: Video					
Indicators, Criteria and Assessment Weight					
Referring to the rubric					
Implementation Schedule					
Assignment Collection		One week after the assignment is given			
Presentation		One week after the assignment is given			
Others					
-					


Reference

1. Nicola Pelizzari. 2019. *English For Medical Purposes; A complete guide for healthcare professionals*. Libreriauniversitaria.it
2. Sonu et al., 2013. *Hospital Administration; A Problem-solving Approach 1st Edition*. Elsevier.
3. STIE Perbanas ULBI Team. 2005. *Applied English for Business I Module*. Jakarta
4. British English vocabulary lesson: Hospital. Onestopenglish.com


STUDENT ASSESSMENT RUBRIC

There are 3 types of rubrics that are presented as examples from the 2020 Higher Education Curriculum Preparation Guidelines, namely:


1. **A holistic rubric** is an evaluation guideline for scoring based on an overall impression or a combination of all criteria.

 FATMAWATI COLLEGE OF HEALTH SCIENCES HOSPITAL ADMINISTRATION STUDY PROGRAM		
A HOLISTIC RUBRIC		
GRADE	SCORE	ASSESSMENT CRITERIA
Very Poor	<20	The design is disorganized and does not solve the problem.
Poor	20 - 40	The submitted design is organized but does not solve the problem.
Fair	41 - 60	The submitted design is systematic, solves the problem, but is less implementable
Good	61 - 80	The submitted design is systematic, solves the problem, can be implemented, less innovative
Very good	≥ 81	The presented design is systematic, solves the problem, can be implemented, and is innovative.

2. **An analytic rubric** is an assessment guideline that has levels of assessment criteria that are described and given a rating scale or rating score.

	FATMAWATI COLLEGE OF HEALTH SCIENCES HOSPITAL ADMINISTRATION STUDY PROGRAM				
AN ANALYTIC RUBRIC					
Aspects / dimensions assessed	Very	Poor	Fair	Good	Very Good
	(Skor < 20)	(21 – 40)	(41 – 60)	(61 – 80)	(Skor ≥ 81)
Organize ideas and identify problems	There is no clear organization. Facts are not used to support claims.	Fairly focused, but insufficient evidence to draw conclusions.	The presentation has a focus and presents some evidence to support conclusions.	Well organized and presents convincing facts to support conclusions.	Organized by presenting facts supported by examples that have been analyzed according to the concept.
Contents	Content is inaccurate or too general. Listeners learn nothing or are sometimes misled.	The content is imprecise because there is no factual data, it does not contribute to the listener's understanding.	The content is generally accurate but incomplete. Listeners may learn some implied facts, but do not gain new insights into the topic.	Content is accurate and complete. The audience gains new insights into the topic.	Content is able to inspire the listener to develop thoughts.
Presentation Style	The speaker is anxious and uncomfortable and reads notes instead of speaking. The audience is often ignored. There is no eye contact as the speaker looks more at the board or screen.	Based on the notes, no ideas developed outside the notes, monotonous voice	The speaker is generally calm but has a flat tone and often relies on notes. Eye contact with the audience is sometimes negligible.	The speaker is calm and uses correct intonation, speaks without relying on notes, and interacts strongly with the audience. The speaker always makes eye contact with the audience.	Speaking with passion, transferring passion and enthusiasm to the audience.
Evaluation	Participants are uncooperative, there is no participation, no evaluation of their level of understanding, and little motivation to apply themselves.	Participants are fairly cooperative, minimal participation, minimal evaluation of understanding, and minimal motivation to apply.	Participants are generally cooperative, there is participation, there is an assessment of understanding, and there is visible motivation to apply.	Participants are generally cooperative, there is participation, there is assessment of understanding and feedback, and there is motivation to apply.	Participants are well conditioned, interactive throughout the session, there is evaluation before and after the session and there is high motivation to implement.

3. A **perceptual scale rubric** is an evaluation guide that has levels of evaluation criteria that are not described, but are still given a rating scale or rating score.

	FATMAWATI COLLEGE OF HEALTH SCIENCES HOSPITAL ADMINISTRATION STUDY PROGRAM				
A PERCEPTUAL SCALE RUBRIC					
Aspects / dimensions assessed	Very Poor <20	Poor (21 – 40)	Fair (41 – 60)	Good (61 – 80)	Very Good ≥80
Communication Skills					
Mastery of the material					
Ability to handle questions					
Use of presentation aids					
Accuracy in problem solving					



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JURNAL PERKULIAHAN ADMINISTRASI RUMAH SAKIT 2023 GENAP

MATA KULIAH : Bahasa Inggris Profesi
NAMA DOSEN : Ns. AYU MUTHIA, S.Kep., MARS
KREDIT/SKS : 2 SKS
KELAS : ARS 2

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Selasa, 13 Februari 2024	10:30	13:20	002	Selesai		Understanding Hospital Administration (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
2	Selasa, 13 Februari 2024	13:20	15:00	002	Selesai		Therapeutic Communication and Cultural Diversity (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
3	Selasa, 20 Februari 2024	10:30	13:20	002	Selesai		Understanding Hospital Administration (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
4	Selasa, 20 Februari 2024	13:20	15:00	002	Selesai		Therapeutic Communication and Cultural Diversity (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
5	Selasa, 27 Februari 2024	10:30	13:20	002	Selesai		The Divisions in the hospital (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
6	Selasa, 27 Februari 2024	13:20	15:00	002	Selesai		Writing a documentation and Referral letter (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
7	Selasa, 5 Maret 2024	10:30	13:20	002	Selesai		The Divisions in the hospital (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
8	Selasa, 5 Maret 2024	13:20	15:00	002	Selesai		Writing a documentation and Referral letter (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
9	Selasa, 19 Maret 2024	10:30	13:20	002	Selesai		Receive an Appointment (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
10	Selasa, 19 Maret 2024	13:20	15:00	002	Selesai		Being a Medical Record Clerk (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
11	Selasa, 26 Maret 2024	10:30	13:20	002	Selesai		Receive an Appointment (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
12	Selasa, 26 Maret 2024	13:20	15:00	002	Selesai		Being a Medical Record Clerk (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
13	Kamis, 28 Maret 2024	20:00	20:50	002	Selesai		Emergency room in the hospital (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
14	Kamis, 28 Maret 2024	20:50	21:45	002	Selesai		Emergency room in the hospital - roleplay (AM)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
15	Selasa, 23 April 2024	10:50	11:40	002	Selesai		Outpatient and SWOT (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
16	Selasa, 23 April 2024	12:30	15:00	002	Selesai		General ward (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
17	Selasa, 30 April 2024	10:50	11:40	002	Selesai		Outpatient (AM)	(5 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
18	Selasa, 30 April 2024	12:30	15:00	002	Selesai		General ward (AM)	(5 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
19	Senin, 6 Mei 2024	10:30	15:00	002	Selesai		Making e-mail and CV professionally (IN)	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
20	Selasa, 14 Mei 2024	10:30	15:00	002	Selesai		Pharmacy Department (AM)	(6 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	



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JURNAL PERKULIAHAN ADMINISTRASI RUMAH SAKIT 2023 GENAP

MATA KULIAH : Bahasa Inggris Profesi
NAMA DOSEN : Ns. AYU MUTHIA, S.Kep., MARS
KREDIT/SKS : 2 SKS
KELAS : ARS 2

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
21	Selasa, 21 Mei 2024	10:30	15:00	002	Selesai	The Laboratory, X-Ray Department and scheduled tests Finance Department in hospital and make a conversation in English	The Laboratory, X-Ray Department and scheduled tests Finance Department in hospital and make a conversation in English	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	
22	Selasa, 28 Mei 2024	10:30	12:00	002	Selesai	Laboratory, X-Ray Department and scheduled tests, and make a conversation in English (Indriana Novita)	Laboratory, X-Ray Department and scheduled tests, and make a conversation in English (Indriana Novita)	(7 / 7)	Ns. DWS SUARSE DEWI, M.Kep., Sp.Kep.MB	
23	Selasa, 28 Mei 2024	12:30	15:00		Selesai	Finance Department in hospital and make a conversation in English (indriana novita)	Finance Department in hospital and make a conversation in English (indriana novita)	(7 / 7)	Ns. DWS SUARSE DEWI, M.Kep., Sp.Kep.MB	
24	Selasa, 4 Juni 2024	10:50	15:00	002	Selesai	deal with patients and families in English - Praktik dan Teori	deal with patients and families in English - Praktik dan Teori	(7 / 7)	Ns. AYU MUTHIA, S.Kep., MARS	

Jakarta, 31 Agustus 2024
Ketua Prodi Administrasi Rumah Sakit


Ns. AYU MUTHIA, S.Kep., MARS
NIDN 0320078502



SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

Kampus 1 : Jalan Margasatwa (H.Beden 25) Pondok Labu Cilandak Jakarta Selatan 12450

Kampus 2 : Jl. Andara Raya No. 16B Pondok Labu Cilandak Jakarta Selatan 12450

Website : stikesfatmawati.ac.id / e-mail : stikesfatmawati.ykfs@gmail.com

Telepon : 021-7660607, 021-2781 1031

LAPORAN PERSENTASE PRESENSI MAHASISWA ADMINISTRASI RUMAH SAKIT 2023 GENAP

Mata kuliah : Bahasa Inggris Profesi

Nama Kelas : ARS 2

Dosen Pengajar : Ns. AYU MUTHIA, S.Kep., MARS

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2302001	OKTAVIA PUTRI ARDIYAN	24		24			100
2	2302002	SALMAN HUMAIDY	24	2	21	1		87.5
3	2302003	ZAHIRA APRILYA	24		24			100
4	2302004	RIO FATAHILLAH	24		24			100
5	2302005	ZENIA ANANTA ADINOVA	24		24			100
6	2302006	ALSYAH LARISA	24	2	22			91.67
7	2302007	LAITSA NAILIL AMAANIE	24		24			100

Jakarta, 31 Agustus 2024

Ketua Prodi Administrasi Rumah Sakit

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NIP. 0320078502



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NILAI PERKULIAHAN MAHASISWA

PRODI : ADMINISTRASI RUMAH SAKIT

PERIODE : 2023 GENAP

Mata kuliah : Bahasa Inggris Profesi

Nama Kelas : ARS 2

Kode Mata kuliah : ARS2.16

SKS : 2

No	NIM	Nama Mahasiswa	TUGAS (10%)	ROLE PLAY (15%)	UTS (20%)	UAS (20%)	PRAKTIKUM (35%)	Nilai	Grade	Lulus	Sunting KRS?	Info
1	2302001	OKTAVIA PUTRI ARDIYAN	85.00	85.00	78.00	68.00	85.00	80.20	A	✓		
2	2302002	SALMAN HUMAIDY	85.00	80.00	68.00	68.00	70.00	72.20	B	✓		
3	2302003	ZAHIRA APRILYA	85.00	90.00	78.00	68.00	90.00	82.70	A	✓		
4	2302004	RIO FATAHILLAH	85.00	70.00	68.00	68.00	70.00	70.70	B	✓		
5	2302005	ZENIA ANANTA ADINOVA	85.00	85.00	74.00	72.00	80.00	78.45	B	✓		
6	2302006	ALSYAH LARISA	85.00	80.00	78.00	68.00	75.00	75.95	B	✓		
7	2302007	LAITSA NAILIL AMAANIE	85.00	90.00	78.00	68.00	85.00	80.95	A	✓		
Rata-rata nilai kelas			85.00	82.86	74.57	68.57	79.29	77.31	3.43			

Pengisian nilai untuk kelas ini ditutup pada **Kamis, 18 Juli 2024** oleh **affan**

Tanggal Cetak : Sabtu, 31 Agustus 2024, 08:30:20

Paraf Dosen :

Ns. AYU MUTHIA, S.Kep., MARS

Ns. DWS SUARSE DEWI, M.Kep., Sp.Kep.MB